

FOUO



AUGUST 2005
UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
PERFORM SYSTEM ADMINISTRATION
PRACTICAL EXERCISE
(DO NOT WRITE IN BOOKLET)

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 1: CAA2F103 version 1

PRACTICAL EXERCISE SHEET PE1

Title	Perform System Administration						
Lesson Number / Title	CAA2F103 version 1 / Perform System Administration						
Introduction	The following practical exercise will examine your ability to Perform System Administrative Functions.						
Motivator	The Army is not any different from the civilian world in that there is always something going on behind the scene when computers are the main source of data information. Someone is responsible for creating, maintaining, and monitoring all users' activity. As the System Administrator (SA) you will be responsible for establishing accounts for all users of eMILPO assigned to your installation. All commanders will look to you as the SA to maintain their individual clerk's accounts and that the accounts are accessible at all times to maintain unit readiness.						
Terminal Learning Objective	<p>NOTE: The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.</p> <p>At the completion of this lesson, you [the student] will:</p> <table><tr><td>Action:</td><td>Perform System Administration</td></tr><tr><td>Conditions:</td><td>Given a list of Unit Identification Codes (UIC), user names, eMILPO Access Request Forms, and access to a personal computer with eMILPO Portal available.</td></tr><tr><td>Standards:</td><td>1. Accessed the AHRS Portal. 2. Performed User Account Functions. 3. Performed System Functions. 4. Created System Reports.</td></tr></table>	Action:	Perform System Administration	Conditions:	Given a list of Unit Identification Codes (UIC), user names, eMILPO Access Request Forms, and access to a personal computer with eMILPO Portal available.	Standards:	1. Accessed the AHRS Portal. 2. Performed User Account Functions. 3. Performed System Functions. 4. Created System Reports.
Action:	Perform System Administration						
Conditions:	Given a list of Unit Identification Codes (UIC), user names, eMILPO Access Request Forms, and access to a personal computer with eMILPO Portal available.						
Standards:	1. Accessed the AHRS Portal. 2. Performed User Account Functions. 3. Performed System Functions. 4. Created System Reports.						
Safety Requirements	No food or drink is allowed near or around electrical equipment (CPU, file servers, printer, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In event of electrical storms, you will be instructed to power down equipment.						
Risk Assessment	Low - None						
Environmental Considerations							
Evaluation	Students must score 70% on the practical exercise before moving on to the lesson test.						
Instructional Lead-In	There are many duties included in your role as a Human Resource Information Systems Specialist. Specifically, you must possess the ability to successfully Perform System Administrative Functions.						

**Resource
Requirements**

Instructor Materials:

Lesson Plan, Practical Exercise.

Student Materials:

1. Answer Sheet
 2. Scratch Paper
 3. Number 2 Pencil
 4. Access to the eMILPO Users Manual
 5. Access to the eMILPO Functional Guidance
-

**Special
Instructions**

- a. Ensure that your name, social security number, course number, class number, and date are on the answer sheet.
- b. This booklet contains 10 multiple-choice questions. You will have one class period (50 Minutes) to complete this practical exercise. You must correctly answer 7 out of 10 questions to attain a score of at least 70 percent to receive a GO. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new practical exercise booklet from your instructor. You may also draw a line on your answer sheet beneath the last number as a reminder.
- c. All questions have only one correct answer. Make all responses clear and legible on the Answer Sheet. Ensure that the question number in the booklet corresponds to the question number on the answer sheet. Read questions carefully, but move on so that all questions may be answered in the time allotted. If you make a mistake or if you have to change an answer on the answer sheet, erase it completely and then mark your correct answer.
- d. All work on this practical exercise must be your own. You may not communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass on information about this practical exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken.
- e. Upon completion of this practical exercise, turn in your booklet, Answer Sheet, and scratch paper or other issued materials to the instructor. You will receive further guidance at that time.

DO NOT BEGIN THIS PRACTICAL EXERCISE UNTIL YOU ARE INSTRUCTED TO DO SO.

Procedures

1. Who is responsible for designating and approving individual access to the eMILPO application?
 1. S1 Staff
 2. TRADOC
 3. Pertinent Leaders and Managers
 4. Any individual with a security clearance
2. What is the eMILPO Access Request Form used for?
 1. To create accounts **(ONLY)**
 2. To modify accounts **(ONLY)**
 3. To transfer accounts **(ONLY)**
 4. Both number 1 and 2
3. Which User Role will be performed by HQDA personnel?
 1. Users **(ONLY)**
 2. User Administrators **(ONLY)**
 3. Senior User Administrator **(ONLY)**
 4. Both number 1 and 3
4. Workflow roles refer to which of the following?
 1. User responsibilities
 2. First Sergeant responsibilities
 3. Senior User Administrator responsibilities
 4. Responsibilities of assigning tasks and approving personnel requests and actions
5. Which of the following is an option under System Functions on the System Administration Menu?
 1. S1 Section
 2. Personnel Service Center
 3. Personnel Automation Section
 4. Enlisted Personnel Management Directorate
6. Which of the following is a requirement when creating a user account?
 1. PMOS
 2. Position Title
 3. Associated UIC
 4. Clearance Level
7. The Remove Inactive Accounts Report lists the user accounts that have been inactive for more than how many days?
 1. 20
 2. 30
 3. 45
 4. 60
8. Which of the following is one of the eight tables that the User Administrator (UA) can view actions on?
 1. Family **(ONLY)**
 2. Soldier **(ONLY)**
 3. Military Duty Status **(ONLY)**
 4. Both numbers 2 and 3

9. The View Workflow Accounts Report displays what information for the User Administrator (UA) to review?
1. AKO User ID, UIC, Role, and SA Rights
 2. AKO User ID, Number of failed Logons, and SA Rights
 3. AKO User ID, UIC, Account Status, and Expiration Date
 4. AKO User ID, Role, all Associated UICs, and SA Rights
10. The View Audit Report (Filter Criteria Page), allows the UA to query the database for audit reports filtered by which of the following?
1. UIC (**ONLY**)
 2. SSN (**ONLY**)
 3. Date Range (**ONLY**)
 4. Both numbers 2 and 3